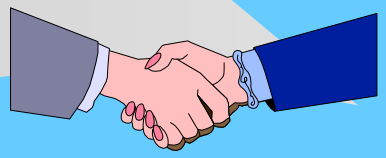
US Army Corps of Engineers®

HITCHHIKER'S GUIDE FOR DISASTER ASSISTANCE

US Army Corps of Engineers®

PROCESS



- ***Presidential declaration***
- ***FEMA Requests Assistance (MA, PSMA issued).***
- ***Supported districts request assistance for Ice, Water, Debris, etc., missions***
- ***CEFMS Actions:***
- ***Identify the work (work items)***
- ***Estimate resources required (plans)***
- ***Establish funding***
- ***Send government orders to supporting districts.***
- ***Issue PR&Cs for contracts.***
- ***Obligate and receive goods/services.***

US Army Corps of Engineers

Access Control Permissions and Roles

Depending on the organization you are working in, your permissions may vary. The data manager will assist you in updating your permissions.

- ***Originate PR&C***
- ***Approve PR&C***
- ***Certify PR&C***
- ***Authorized receiver***
- ***Report access level***
- ***Report view level***

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Access Control and Roles (continued)

- Generate Customer Order Bills
- Government Order Acceptor
- PRC Authorized Assigner
- Funding Creator
- Resource Plans/Estimates Approver

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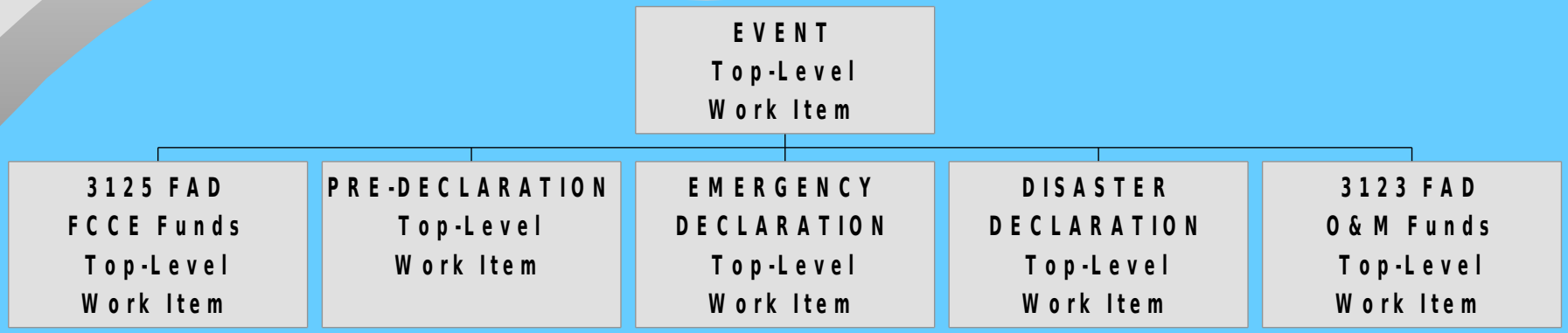
EVENT WORK ITEM STRUCTURE

SUPPORTED MSC/DISTRICT



A top-level work item for the event is to be established as indicated for total capturing of event cost. Likewise, a top-level work item for each event phase and/or Corps appropriation is to be established for capturing cost as appropriate. Additional children work items should be created as appropriate in accordance with the guidance on the following slides.

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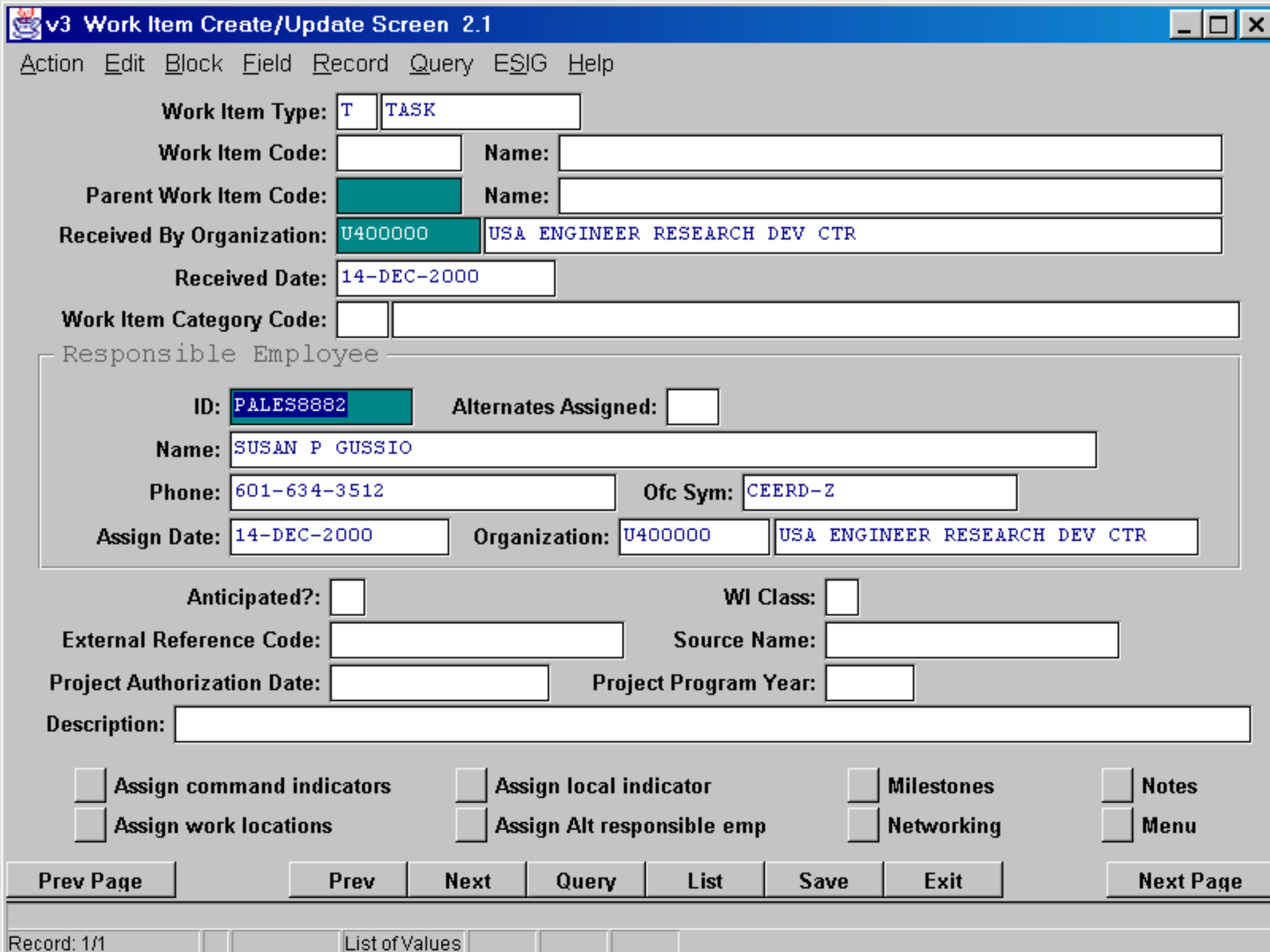
Work Management
Creating/Updating Work Items

Screen Navigation

- 1 - Financial Management Functions
- 1 - Work Management
- 1 - Create/Update Work Items


v3 Work Item Create/Update Screen 2.1
Action Edit Block Field Record Query ESIG Help
Work Item Type: T TASK
Work Item Code: Name:
Parent Work Item Code: Name:
Received By Organization: U400000 USA ENGINEER RESEARCH DEV CTR
Received Date: 14-DEC-2000
Work Item Category Code:
Responsible Employee
ID: PALES8882 Alternates Assigned:
Name: SUSAN P GUSSIO
Phone: 601-634-3512 Ofc Sym: CEERD-Z
Assign Date: 14-DEC-2000 Organization: U400000 USA ENGINEER RESEARCH DEV CTR
Anticipated?: WI Class:
External Reference Code: Source Name:
Project Authorization Date: Project Program Year:
Description:
Assign command indicators
Assign local indicator
Milestones
Notes
Assign work locations
Assign Alt responsible emp
Networking
Menu
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Record: 1/1
List of Values

Assigning Alternate Responsible Employees

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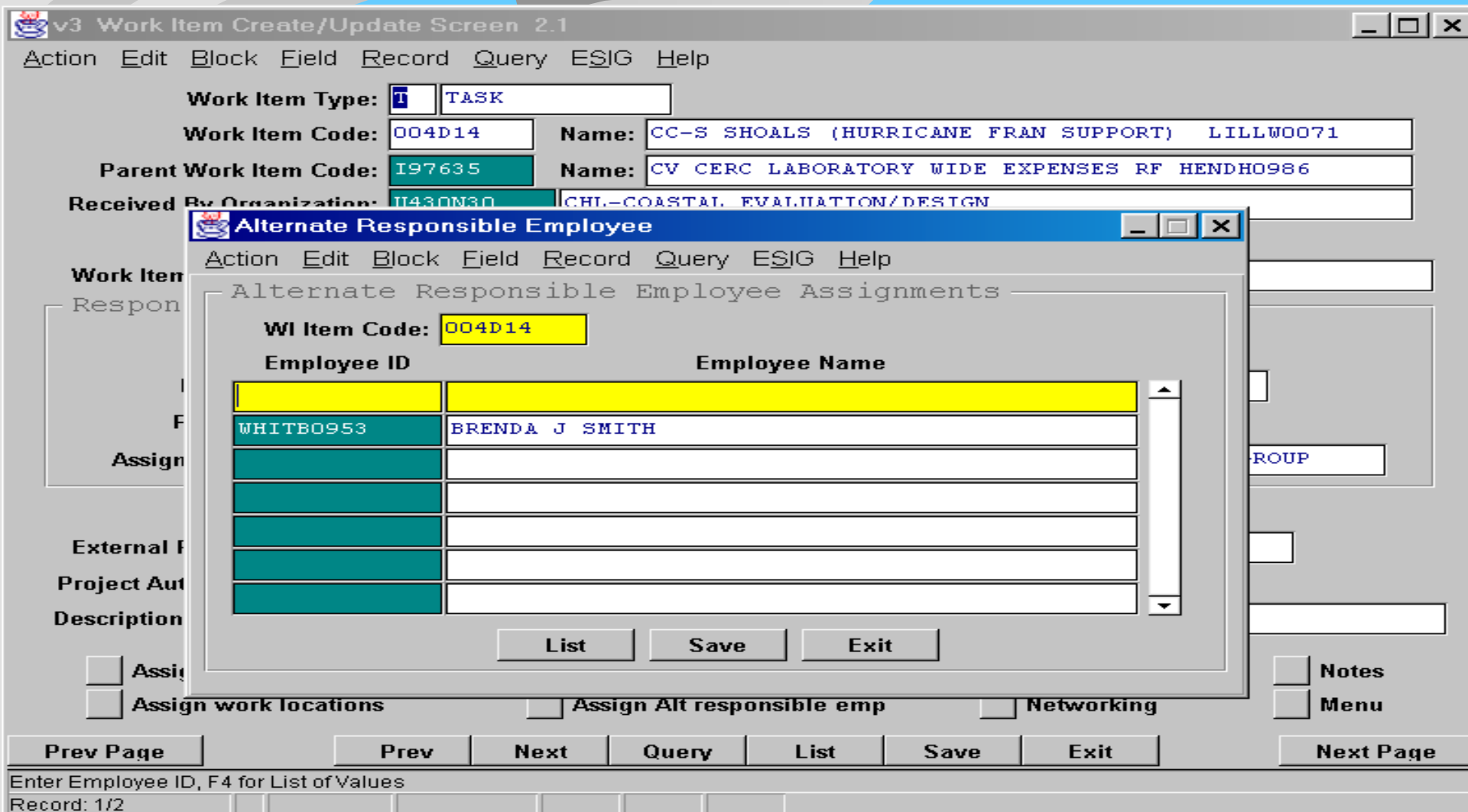

Assigning Command Indicators Supported FOA Only

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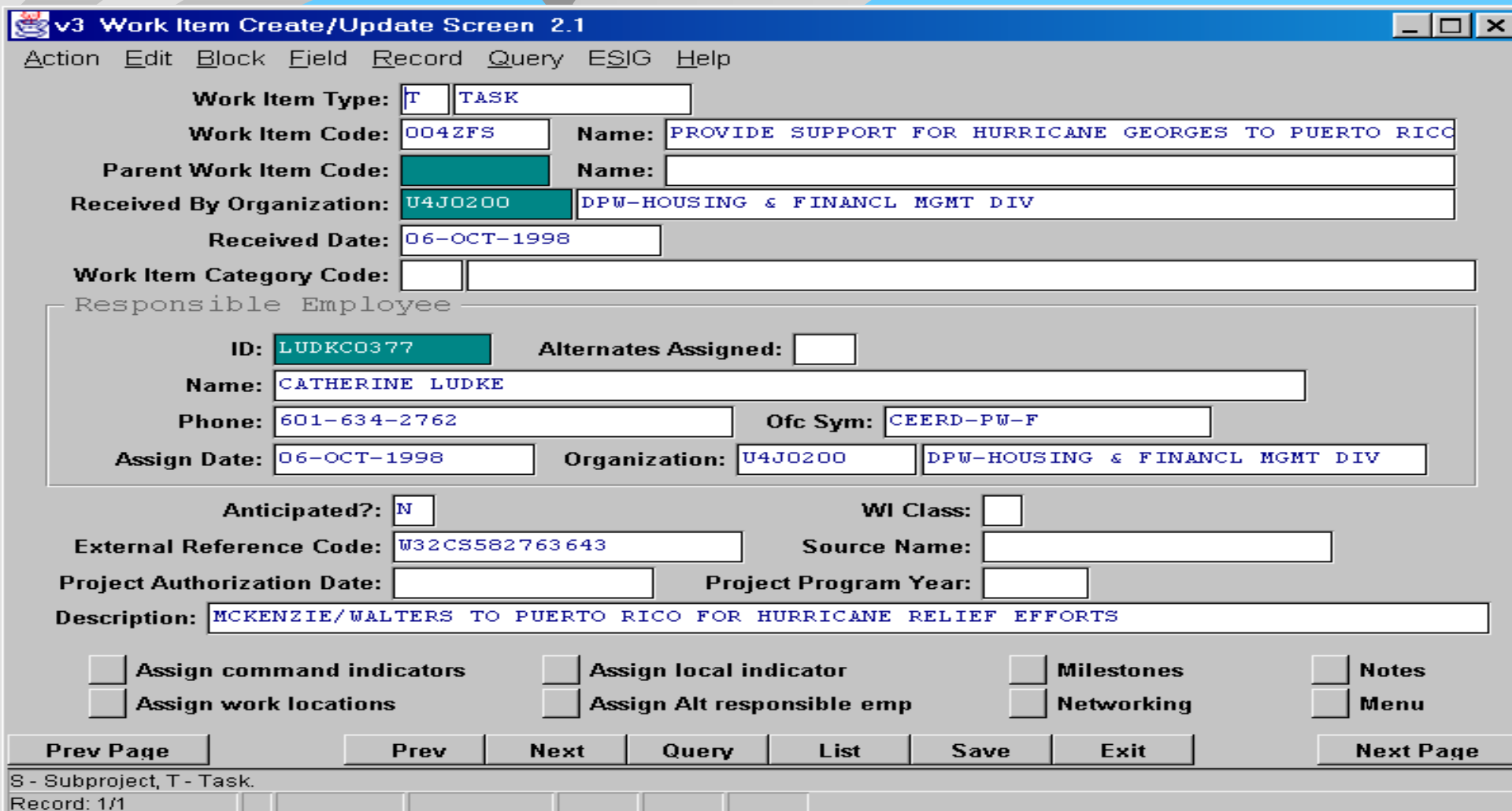

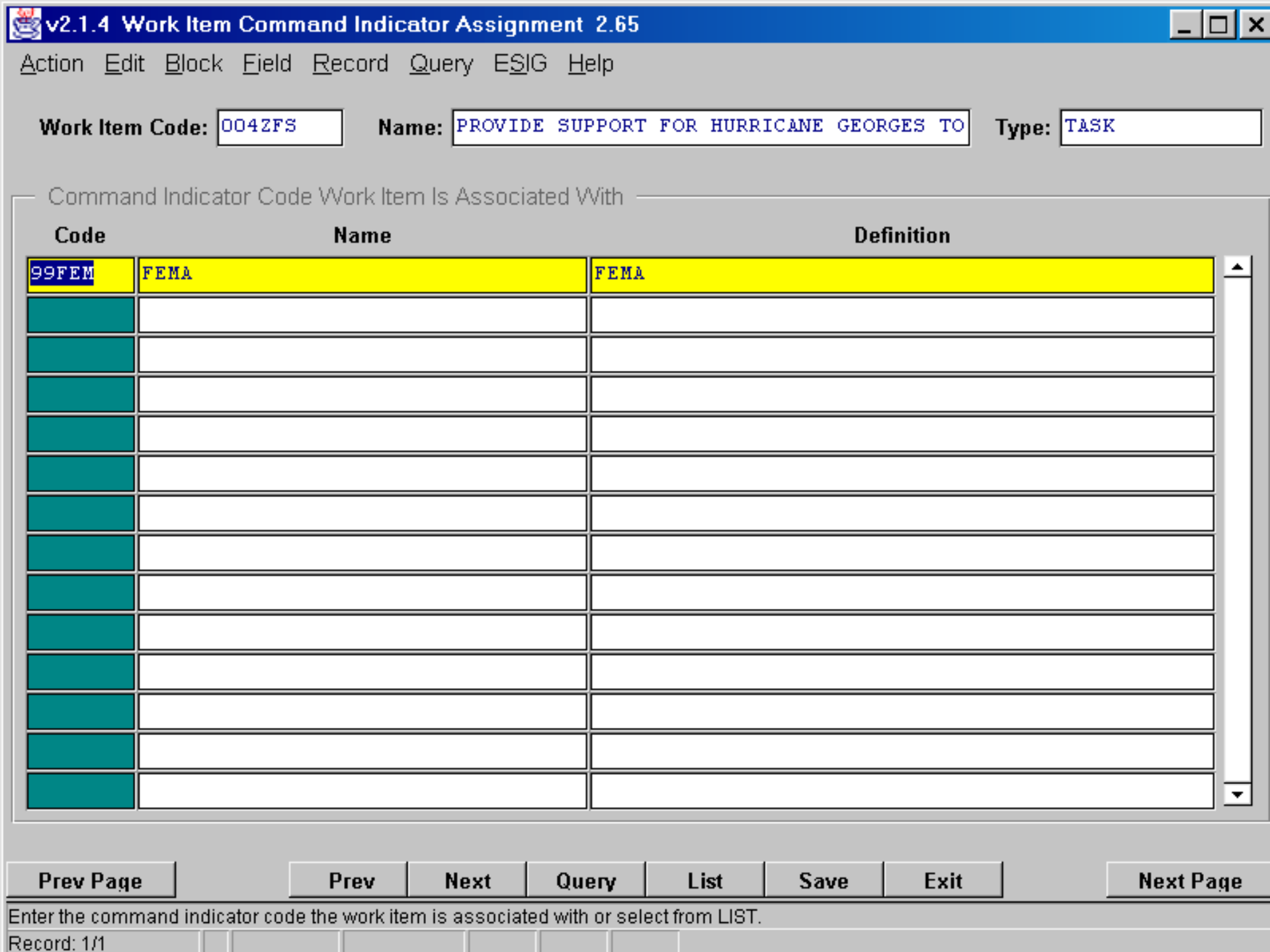
v2.1.4 Work Item Command Indicator Assignment 2.65
Action Edit Block Field Record Query ESIG Help
Work Item Code: 004ZFS
Name: PROVIDE SUPPORT FOR HURRICANE GEORGES TO
Type: TASK
Command Indicator Code Work Item Is Associated With
Code
Name
Definition
99FEM
FEMA
FEMA
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Enter the command indicator code the work item is associated with or select from LIST.
Record: 1/1

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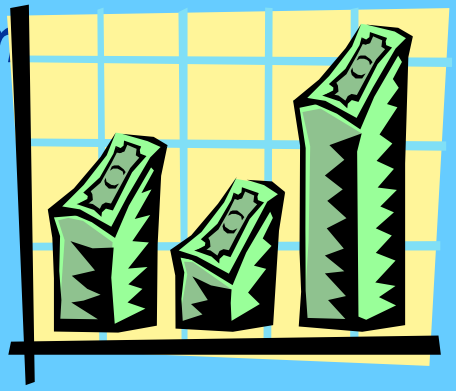
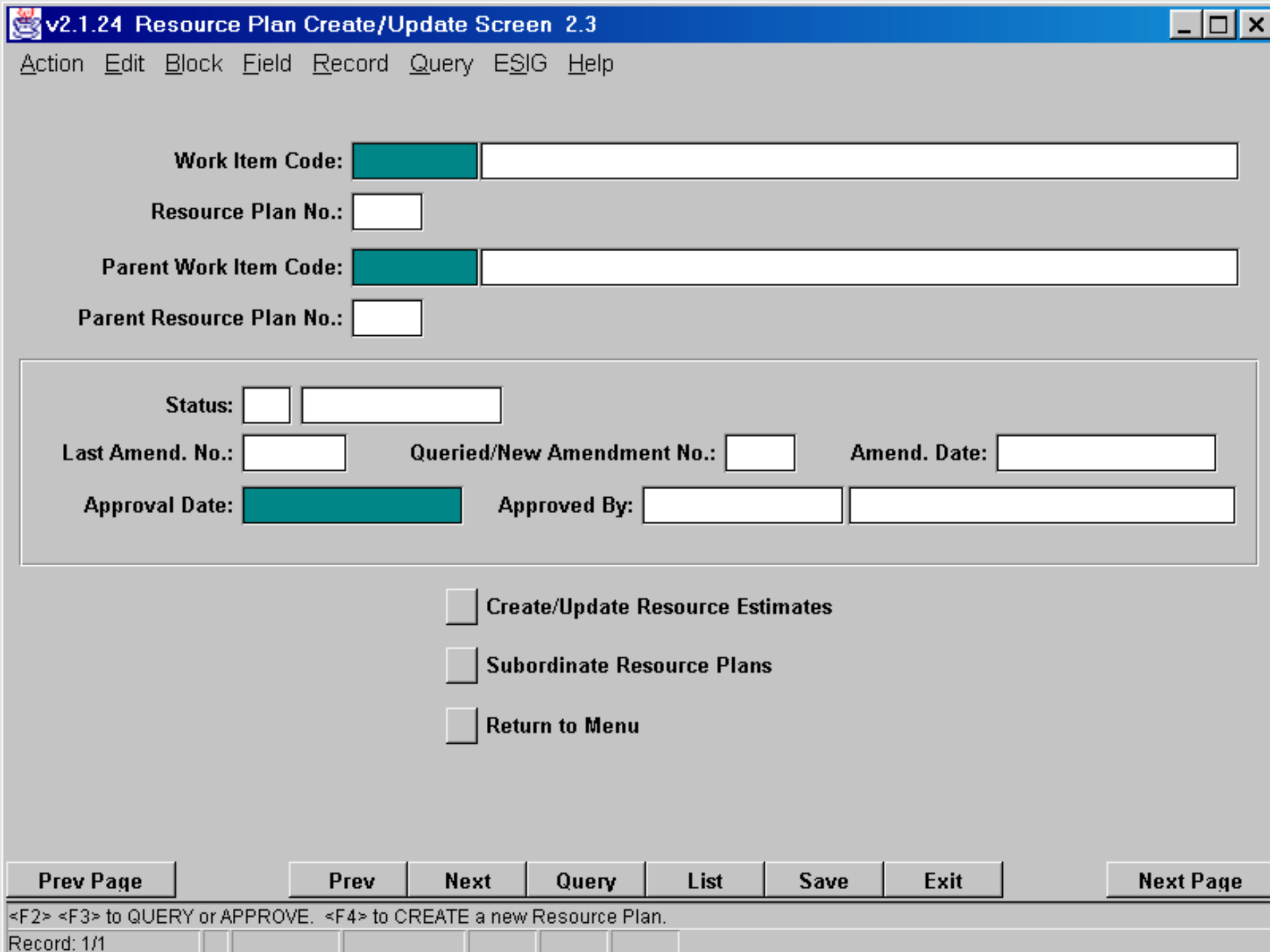
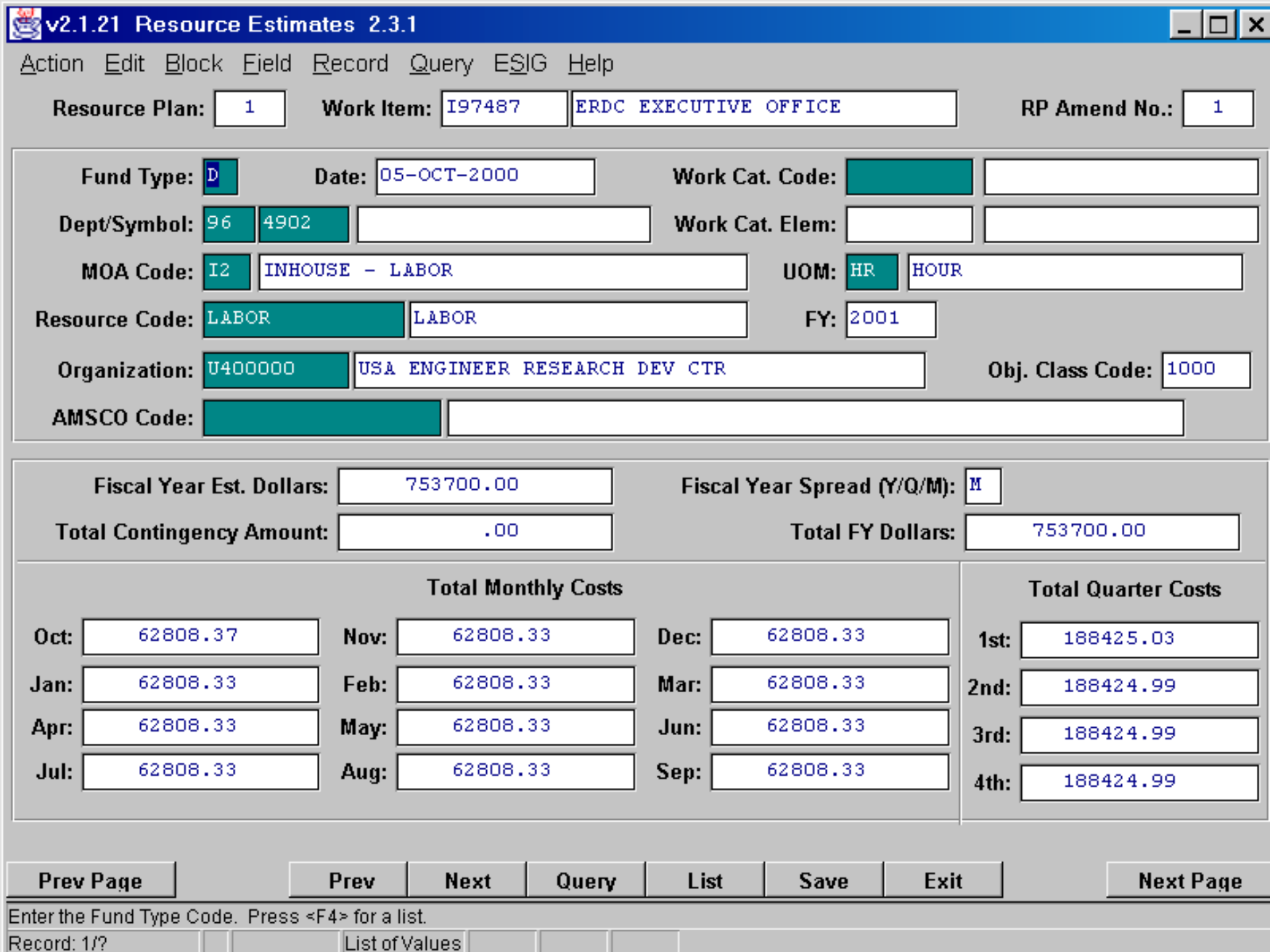
Estimating Resources

Screen Navigation

- 1-Financial Management Functions
- 2-Budget/Manpower/Resource Plans
- 1-Resource Plans
- 1-Create/Update Resource Estim




v2.1.24 Resource Plan Create/Update Screen 2.3
Action Edit Block Field Record Query ESIG Help
Work Item Code:
Resource Plan No.:
Parent Work Item Code:
Parent Resource Plan No.:
Status:
Last Amend. No.:
Queried/New Amendment No.:
Amend. Date:
Approval Date:
Approved By:
Create/Update Resource Estimates
Subordinate Resource Plans
Return to Menu
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
<F2> <F3> to QUERY or APPROVE. <F4> to CREATE a new Resource Plan.
Record: 1/1


v2.1.21 Resource Estimates 2.3.1
Action Edit Block Field Record Query ESIG Help
Resource Plan: 1
Work Item: I97487 ERDC EXECUTIVE OFFICE
RP Amend No.: 1
Fund Type: D
Date: 05-OCT-2000
Work Cat. Code:
Dept/Symbol: 96 4902
Work Cat. Elem:
MOA Code: I2 INHOUSE - LABOR
UOM: HR HOUR
Resource Code: LABOR LABOR
FY: 2001
Organization: U400000 USA ENGINEER RESEARCH DEV CTR
Obj. Class Code: 1000
AMSCO Code:
Fiscal Year Est. Dollars: 753700.00
Fiscal Year Spread (Y/Q/M): M
Total Contingency Amount: .00
Total FY Dollars: 753700.00
Total Monthly Costs
Oct: 62808.37
Nov: 62808.33
Dec: 62808.33
Jan: 62808.33
Feb: 62808.33
Mar: 62808.33
Apr: 62808.33
May: 62808.33
Jun: 62808.33
Jul: 62808.33
Aug: 62808.33
Sep: 62808.33
Total Quarter Costs
1st: 188425.03
2nd: 188424.99
3rd: 188424.99
4th: 188424.99
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Enter the Fund Type Code. Press <F4> for a list.
Record: 1/?
List of Values

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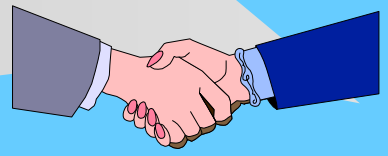
CRITICAL FUNDING ISSUES



- ***Mission assignment (FEMA form 90-129) from FEMA is received (hard copy or verbal authorization)***
- ***Customer order is created in CEFMS. Special attention is paid to the following:***
  - ***Disaster state or territory***
  - ***FEMA program code/event number***
  - ***Event name and description***
  - ***Mission***
  - ***Projected start & end dates***
  - ***Mission assignment number***
  - ***Amount authorized***
  - ***Signature/name of FEMA federal approving official***

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FUNDING SOURCES

- *SUPPORTED MSC/DISTRICTS*
  - *FAD*
  - *MA*

- *SUPPORTING MSC/DISTRICTS*
  - *Customer Order*

VERBAL NUMBERING CHANGES

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- ***The format for customer orders based on verbal authorizations is as follows:***

Division Mission # Disaster State/Territory Event Name

- ***Pre-Dec*** ***SAD03VI-ED-****V*
- ***Emergency*** ***SAD03FL-3222EM-****V*
- ***Disaster*** ***SAD03GA-1292DR-****V*

Standard Format For Customer Order Numbers

US Army Corps of Engineers®

- ***Pre-Event Planning/Action.***

PRE-DECLARATION 7220-SU

SAD - 01 - VI - ARMAND

Division Mission # Disaster State/ Territory Event Name

Official Event Name: Hurricane Armando

MVD - 01 - GU - CHAATA-V

Official Event Name: Super Typhoon Chaat'an

NOTE: We will use an abbreviated version of the Event Name and no longer use the designation 7220SU in the customer order numbers since this number remains constant for all Pre-Declaration events.

Standard Format For Customer Order Numbers

US Army Corps of Engineers®

- ***Post-Event Planning/Action.***

  EMERGENCY DECLARATION 3XXX-EM

  SAD - 11 - PR - 3222EM
  Division Mission # Disaster State/ Territory Program Code/ Event No.

  DISASTER DECLARATION 1XXX-DR

  POD - 17 - HI - 1292DR
  Division Mission # Disaster State/ Territory Program Code/ Event No.

- ***NOTE: The Emergency Disaster and Disaster Declaration Program Code/Event Numbers are unique for each event.***

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Supported MSC/ District

Customer Order - Order Information, CEFMS Screen 2.13

CEFMS FIELD TITLE	INFORMATION TITLE	SAMPLE ENTRY
Customer Order No.	Standard Mission Assignment No.	SAD-01-VI-1292DR
Customer Reference No.	Actual Mission Assignment No.	1464DR-VI-COE-SAD-01
	FEMA's Fund Citation	2000-06-1292-9044-2501
Other Customer Reference No.	CEFMS Work Item	001T32-Debris
Event Name	Florian	

v2.1.156 Customer Order -- Order Information 2.13

Action Edit Block Field Record Query ESIG Help

Customer Order No: MVD01TN-1464DR-V
Fund Type: F FUNDED REIMBURSEMENT
Amendment No: 00001
Order Type: E ECONOMY ACT ORDER

Issued To: B000000
MISSISSIPPI VALLEY DIVISION
CEMVD-EX
PO BOX 80
VICKSBURG MS 39181-0080

Requesting Activity: FEMAGA
FEDERAL EMERGENCY MGT AGY
REGION IV
3003 CHAMBLEE TUCKER ROAD
ATLANTA GA 30341

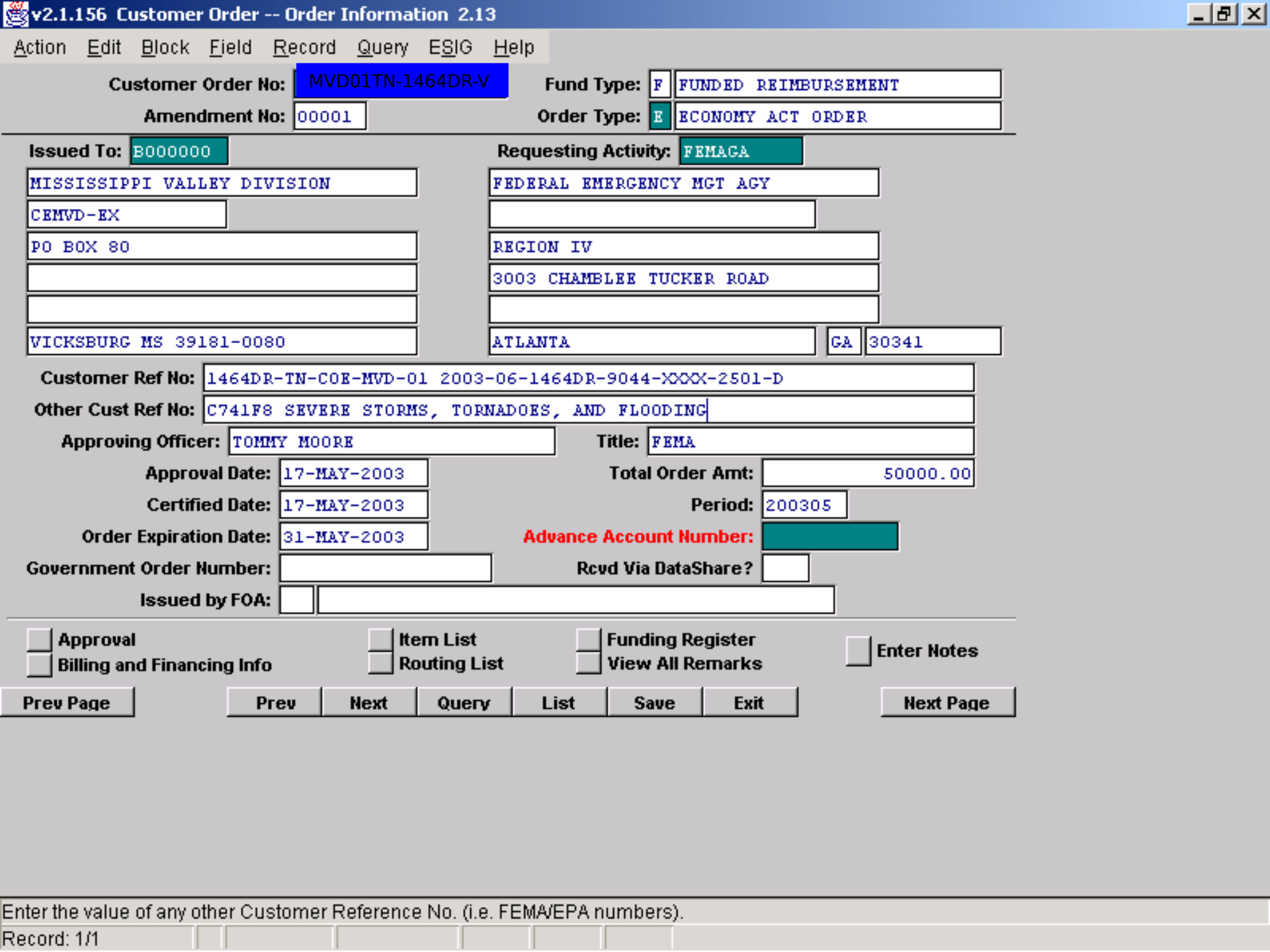
Customer Ref No: 2003-06-1464DR-9044-XXXX-2501-D
Other Cust Ref No: CORRECTED MA NUMBER 1464DR-TN-COE-MVD-02 C741F8 TORNADOES
Approving Officer: TOMMY MOORE
Title: FEMA
Approval Date: 17-MAY-2003
Total Order Amt: 50000.00
Certified Date: 17-MAY-2003
Period: 200306
Order Expiration Date: 31-MAY-2003
Advance Account Number:
Government Order Number:
Rcvd Via DataShare?
Issued by FOA:

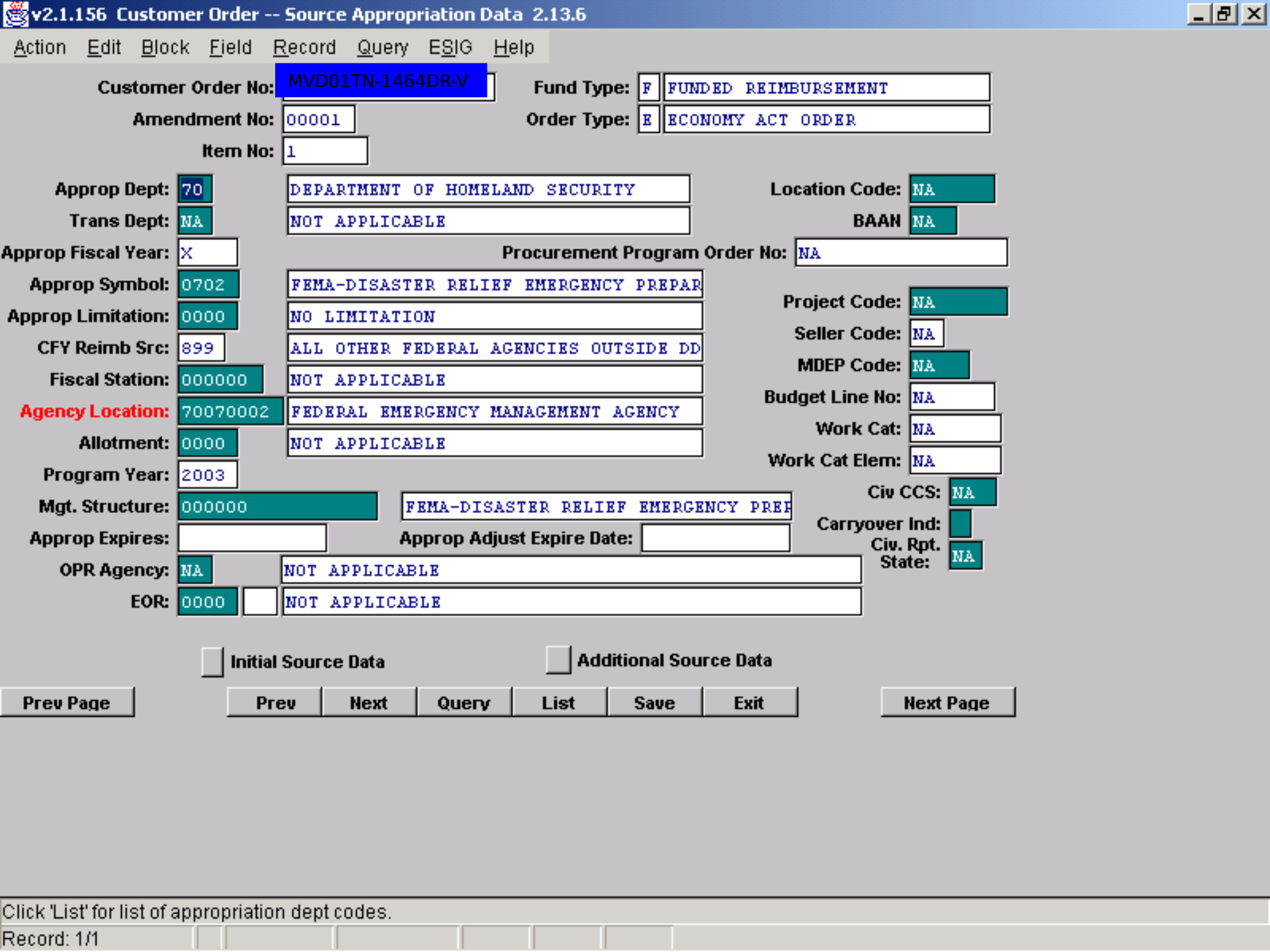
Approval
Billing and Financing Info
Item List
Routing List
Funding Register
View All Remarks
Enter Notes

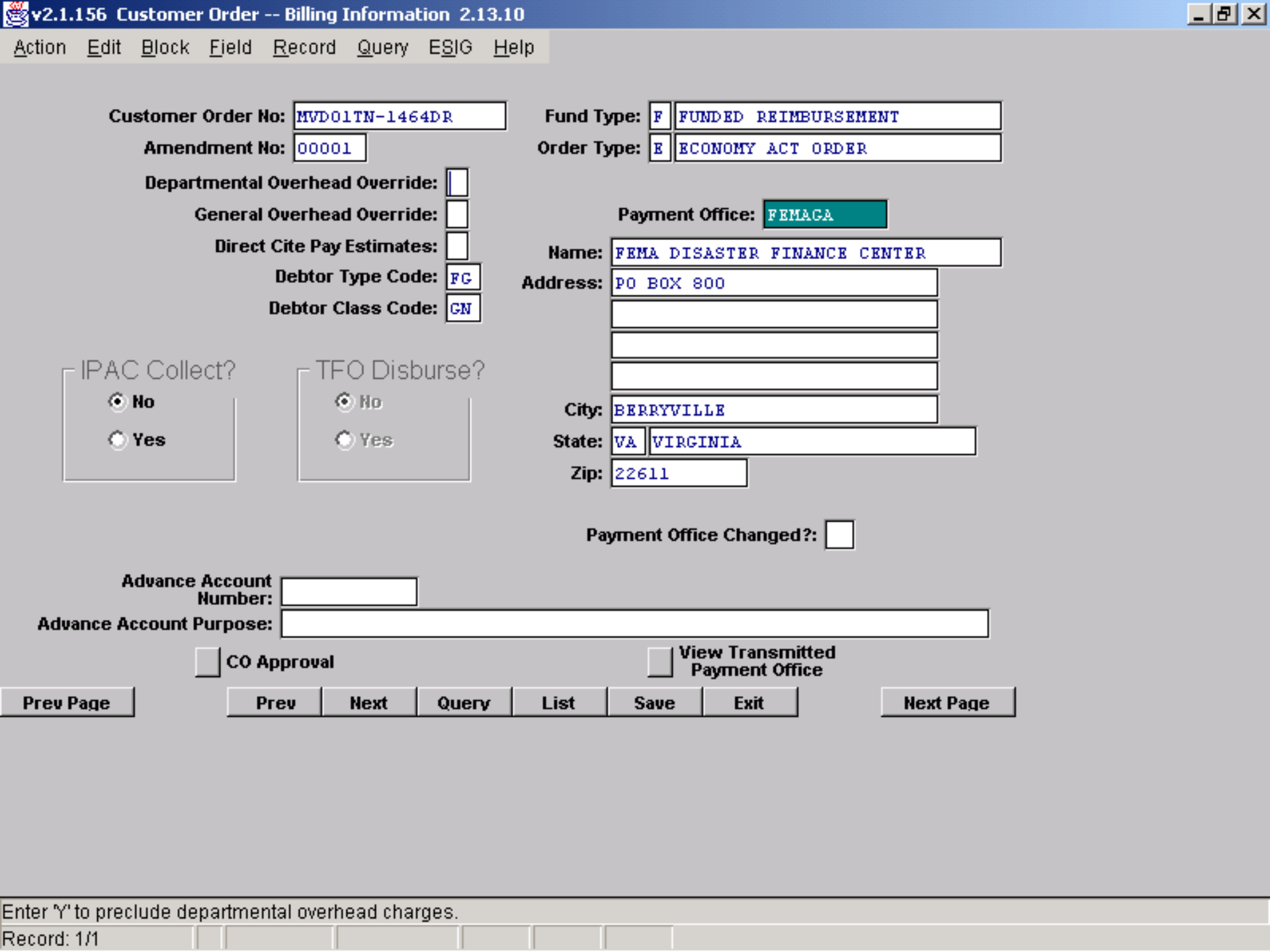
Prev Page | Prev | Next | Query | List | Save | Exit | Next Page

Enter the value of any other Customer Reference No. (i.e. FEMA/EPA numbers).

Record: 1/1


v2.1.156 Customer Order -- Order Information 2.13
Action Edit Block Field Record Query ESIG Help
Customer Order No: MVD01TN-1464DR-V
Fund Type: F FUNDED REIMBURSEMENT
Amendment No: 00001
Order Type: E ECONOMY ACT ORDER
Issued To: B000000
Requesting Activity: FEMAGA
MISSISSIPPI VALLEY DIVISION
FEDERAL EMERGENCY MGT AGY
CEMVD-EX
PO BOX 80
REGION IV
3003 CHAMBLEE TUCKER ROAD
VICKSBURG MS 39181-0080
ATLANTA GA 30341
Customer Ref No: 1464DR-TN-COE-MVD-01 2003-06-1464DR-9044-XXXX-2501-D
Other Cust Ref No: C741F8 SEVERE STORMS, TORNADOES, AND FLOODING
Approving Officer: TOMMY MOORE
Title: FEMA
Approval Date: 17-MAY-2003
Total Order Amt: 50000.00
Certified Date: 17-MAY-2003
Period: 200305
Order Expiration Date: 31-MAY-2003
Advance Account Number:
Government Order Number:
Rcvd Via DataShare?
Issued by FOA:
Approval
Billing and Financing Info
Item List
Routing List
Funding Register
View All Remarks
Enter Notes
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Enter the value of any other Customer Reference No. (i.e. FEMA/EPA numbers).
Record: 1/1


v2.1.156 Customer Order -- Source Appropriation Data 2.13.6
Action Edit Block Field Record Query ESIG Help
Customer Order No: MVD01TN-1464DR-V
Fund Type: F FUNDED REIMBURSEMENT
Amendment No: 00001
Order Type: E ECONOMY ACT ORDER
Item No: 1
Approp Dept: 70 DEPARTMENT OF HOMELAND SECURITY
Location Code: NA
Trans Dept: NA NOT APPLICABLE
BAAN NA
Approp Fiscal Year: X
Procurement Program Order No: NA
Approp Symbol: 0702 FEMA-DISASTER RELIEF EMERGENCY PREPAR
Approp Limitation: 0000 NO LIMITATION
Project Code: NA
Seller Code: NA
CFY Reimb Src: 899 ALL OTHER FEDERAL AGENCIES OUTSIDE DD
MDEP Code: NA
Fiscal Station: 000000 NOT APPLICABLE
Budget Line No: NA
Agency Location: 70070002 FEDERAL EMERGENCY MANAGEMENT AGENCY
Work Cat: NA
Allotment: 0000 NOT APPLICABLE
Work Cat Elem: NA
Program Year: 2003
Civ CCS: NA
Mgt. Structure: 000000 FEMA-DISASTER RELIEF EMERGENCY PREP
Carryover Ind:
Approp Expires:
Approp Adjust Expire Date:
Civ. Rpt. State: NA
OPR Agency: NA NOT APPLICABLE
EOR: 0000 NOT APPLICABLE
Initial Source Data
Additional Source Data
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Click 'List' for list of appropriation dept codes.
Record: 1/1


v2.1.156 Customer Order -- Billing Information 2.13.10
Action Edit Block Field Record Query ESIG Help
Customer Order No: MVD01TN-1464DR
Amendment No: 00001
Fund Type: F FUNDED REIMBURSEMENT
Order Type: E ECONOMY ACT ORDER
Departmental Overhead Override:
General Overhead Override:
Direct Cite Pay Estimates:
Debtor Type Code: FG
Debtor Class Code: GN
Payment Office: FEMAGA
Name: FEMA DISASTER FINANCE CENTER
Address: PO BOX 800
City: BERRYVILLE
State: VA VIRGINIA
Zip: 22611
IPAC Collect?
No
Yes
TFO Disburse?
No
Yes
Payment Office Changed?:
Advance Account Number:
Advance Account Purpose:
CO Approval
View Transmitted Payment Office
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Enter 'Y' to preclude departmental overhead charges.
Record: 1/1

FEDERAL EMERGENCY MANAGEMENT AGENCY **MISSION ASSIGNMENT (MA)**	See reverse side for Paperwork Burden Disclosure Notice	**O.M.B. NO. 3067-0278 Expires February 29, 2004**

I. TRACKING INFORMATION (FEMA Use Only)

State: TN (Tennessee)	Action Request #: 42-13726
Program Code/Event #: 1464DR: SEVERE STORMS, TORNADOES, AND FLOODING	Date/Time Rec'd: 05/09/2003 13:06

II. ASSISTANCE REQUESTED

☒ See Attached

Assistance Requested:
Activate ESF-3 to provide TA to FEMA; does not include TA to State. Period of performance is for up to ten (10) days beginning May 7, 2003, and ending May 16, 2003; time may be extended if necessary following written request by OFA or FEMA to amend MA. This activation includes overtime and administrative costs.

Detailed billing instructions may be found on-line at www.fema.gov/ofm/billinst, and billing should begin immediately with final bill submission within 90 days. Your agency is also responsible for submitting a Mission Assignment (MA) Monthly Progress Report to FEMA to include cost data when a MA

Quantity: 1 (Each)	Date/Time Required: 05/16/2003	Internal Control #: DFO #01
Delivery Location: Scott Messenger,		
Initiator/Requestor Name: LUCY BROOKE / lbrooke	24-hour Ph #s: (229) 225-4801	Date: 05/09/2003
POC Name: GLENN, STEVEN N.	24-hour Ph #s: (770) 220-5308	Date: 05/09/2003
* State Approving Official (Required for DFA and TA):		Date:

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to:	Date/Time:	Priority:
☒ ESF #: 03 ☐ Other:	05/09/2003 13:14	☐ 1 Lifesaving ☐ 2 Life sustaining ☒ 3 High ☐ 4 Medium ☐ 5 Normal

IV. DESCRIPTION (Assigned Agency Action Officer)

☒ See Attached

Mission Statement:

Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/ofm/ofed_agencies.shtm. The new ALC number can also be accessed at the web address.

Activate ESF-3 (COE) to provide Technical Assistance (TA) to FEMA Region IV as a result of severe storms and tornadoes beginning May 4, 2003, in the State of Tennessee. Specifically, TA is to be provided to the FCO and other FEMA teams as directed by FEMA. This activation DOES NOT

Assigned Agency: (COE MISSISSIPPI VALLEY DIV)	Projected Start Date: 05/09/2003	Projected End Date: 05/16/2003
☒ New or ☐ Amendment to MA #:	Total Cost Estimate: $25,000.00	
Assigned Agency POC Name: ESF 03	Phone and fax #s: (601) 634-7308	

V. COORDINATION (FEMA Use Only)

Type of MA: ☐ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☐ Technical Assistance State Cost Share (0%) ☒ Federal Operations Support State Cost Share (0%)

State Cost Share Percent: 0.0%	State Cost Share Amount: $0.00
Fund Citation: 2003-06-1464DR-9044-XXXX-2501-D	Appropriation code: 70X0702
Mission Assignment Coordinator (Preparer): LUCY BROOKE	Date: 05/09/2003
** FEMA Project Officer/Branch Chief (Program Approval): STEVEN GLENN	Date: 05/09/2003
** Comptroller/Funds Control (Funds Review): SORRELL, JO	Date: 05/09/2003

VI. APPROVAL

* State Approving Official (Required for DFA and TA):	Date:
** Federal Approving Official (Required for all): TOMMY MOORE	Date: 05/09/2003

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #: 1464DR-TN-COE-MVD-01	Amt. This Action: $25,000.00	Date/Time Obligated: 05/09/2003
Amendment #: 00	Cumulative Amt. $25,000.00	Initials: IFMIS

* Signature required for Direct Federal Assistance and Technical Assistance Mission Assignments.
** Signature required for all Mission Assignments.

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Work Item Authorities

- *Origination* - ***All***
- *Approval* - ***EM, EOC Mgr., RM***
- *Certification* - ***RM (or IAW business practices)***

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Funding Authorizations

Screen Navigation

- ***1-Financial Management Functions***
- ***3-Financial Management***
  - ***1-Funding***
  - ***6-FA/PR Authorization Assignments***
  - ***1-Assign Work Item/PR Originator***
  - ***2-Assign WI/Appr Fiscal Mgr***
  - ***3-Assign WI/PR Funds Certif***

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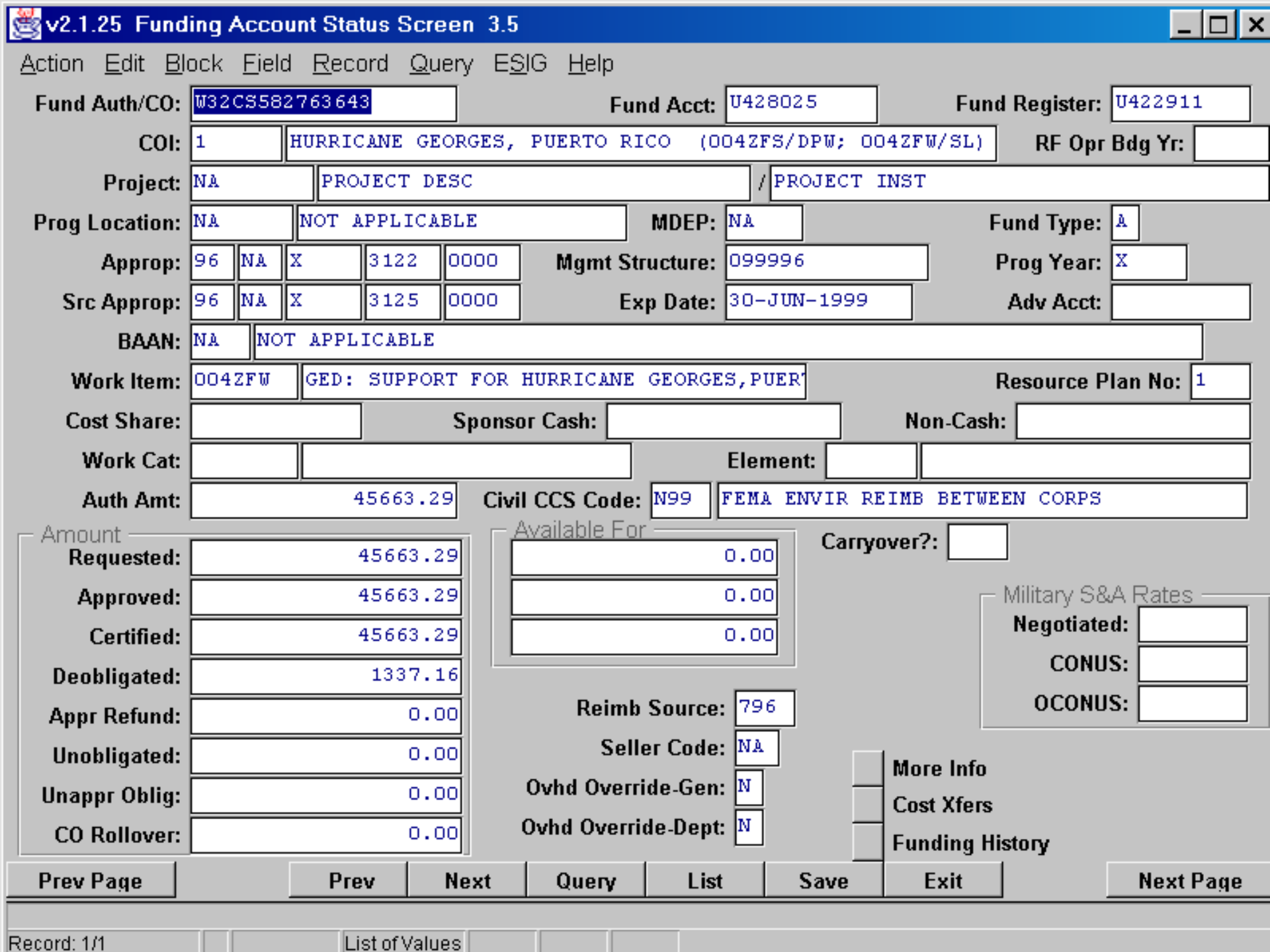
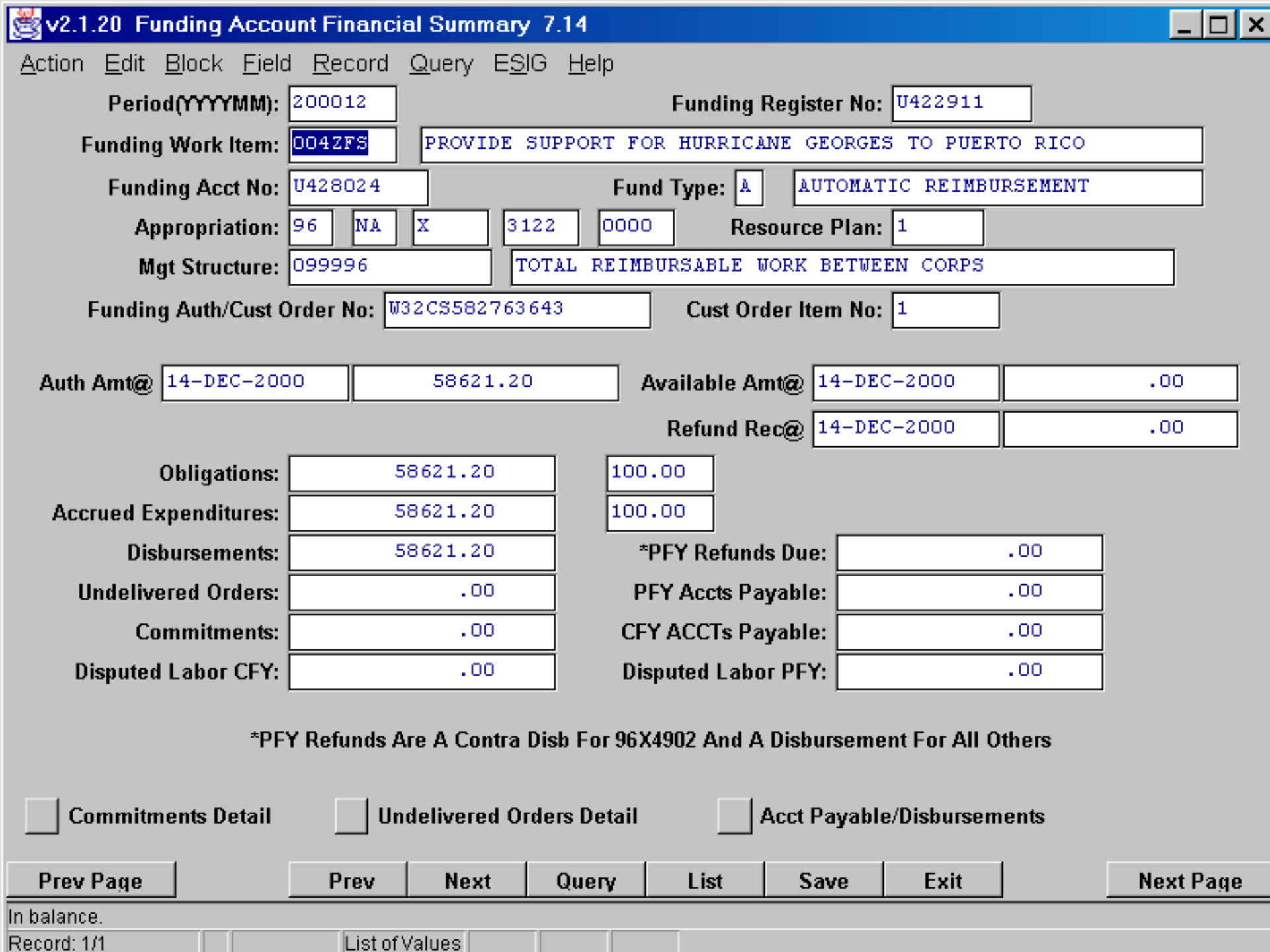
View Funding Account Info

Screen Navigation

- ***1-Financial Management Functions***
- ***3-Financial Management***
- ***1-Funding***
- ***4-Funding Account Status***
- ***5-Funding Account Financial Summary***


v2.1.25 Funding Account Status Screen 3.5
Action Edit Block Field Record Query ESIG Help
Fund Auth/CO: W32CS582763643
Fund Acct: U428025
Fund Register: U422911
COI: 1
HURRICANE GEORGES, PUERTO RICO (004ZFS/DPW; 004ZFW/SL)
RF Opr Bdg Yr:
Project: NA
PROJECT DESC
/ PROJECT INST
Prog Location: NA
NOT APPLICABLE
MDEP: NA
Fund Type: A
Approp: 96 NA X 3122 0000
Mgmt Structure: 099996
Prog Year: X
Src Approp: 96 NA X 3125 0000
Exp Date: 30-JUN-1999
Adv Acct:
BAAN: NA
NOT APPLICABLE
Work Item: 004ZFW
GED: SUPPORT FOR HURRICANE GEORGES,PUER
Resource Plan No: 1
Cost Share:
Sponsor Cash:
Non-Cash:
Work Cat:
Element:
Auth Amt: 45663.29
Civil CCS Code: N99
FEMA ENVIR REIMB BETWEEN CORPS
Amount
Requested: 45663.29
Approved: 45663.29
Certified: 45663.29
Deobligated: 1337.16
Appr Refund: 0.00
Unobligated: 0.00
Unappr Oblig: 0.00
CO Rollover: 0.00
Available For
0.00
0.00
0.00
Carryover?:
Military S&A Rates
Negotiated:
CONUS:
OCONUS:
Reimb Source: 796
Seller Code: NA
Ovhd Override-Gen: N
Ovhd Override-Dept: N
More Info
Cost Xfers
Funding History
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Record: 1/1
List of Values


v2.1.20 Funding Account Financial Summary 7.14
Action Edit Block Field Record Query ESIG Help
Period(YYYYMM): 200012
Funding Register No: U422911
Funding Work Item: 004ZFS
PROVIDE SUPPORT FOR HURRICANE GEORGES TO PUERTO RICO
Funding Acct No: U428024
Fund Type: A
AUTOMATIC REIMBURSEMENT
Appropriation: 96 NA X 3122 0000
Resource Plan: 1
Mgt Structure: 099996
TOTAL REIMBURSABLE WORK BETWEEN CORPS
Funding Auth/Cust Order No: W32CS582763643
Cust Order Item No: 1
Auth Amt@ 14-DEC-2000 58621.20
Available Amt@ 14-DEC-2000 .00
Refund Rec@ 14-DEC-2000 .00
Obligations: 58621.20 100.00
Accrued Expenditures: 58621.20 100.00
Disbursements: 58621.20
*PFY Refunds Due: .00
Undelivered Orders: .00
PFY Accts Payable: .00
Commitments: .00
CFY ACCTs Payable: .00
Disputed Labor CFY: .00
Disputed Labor PFY: .00
*PFY Refunds Are A Contra Disb For 96X4902 And A Disbursement For All Others
Commitments Detail
Undelivered Orders Detail
Acct Payable/Disbursements
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
In balance.
Record: 1/1
List of Values

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Purchase Requests & Commitments

Government Orders

Contractual Requests

Approving/Certifying

View PR&C Status

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Guidance For Government Orders Funded By Stafford Act

Supported MSC/districts:

- ***Establish one line item per order***
- ***Establish one government order per FEMA mission per supporting MSC/district***
- ***The customer order will be established as a funded reimbursement with a fund type of "F"***
- ***Do not assign individual names to government orders***
- ***Include sufficient dollars for travel, per diem, rental car, labor, overtime, effective rate, G&A and departmental overhead, if applicable***

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Guidance For Government Orders Supported MSC/District will

Add the following to Government Order Remarks Screen 2.34.1

- **"Include the following in Customer Ref No abd Other Cust Ref No fields"**
  - **Mission Assignment Number**
    - **Program Code/Event Number and State Territory embedded within MA number**
  - **Event Name**
    - **Hurricane Bill, Tornadoes, etc**
  - **FEMA's Fund Citation**

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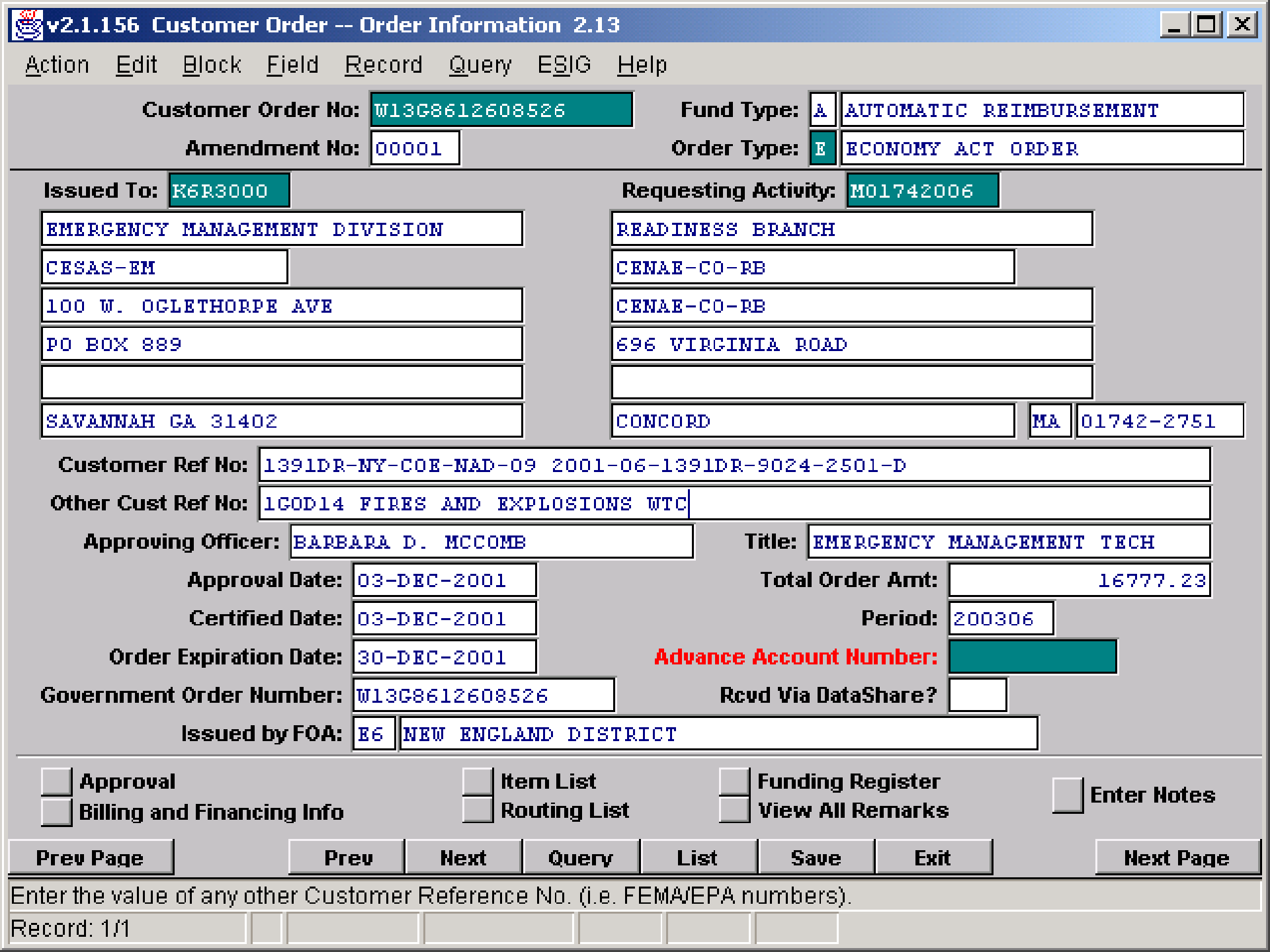
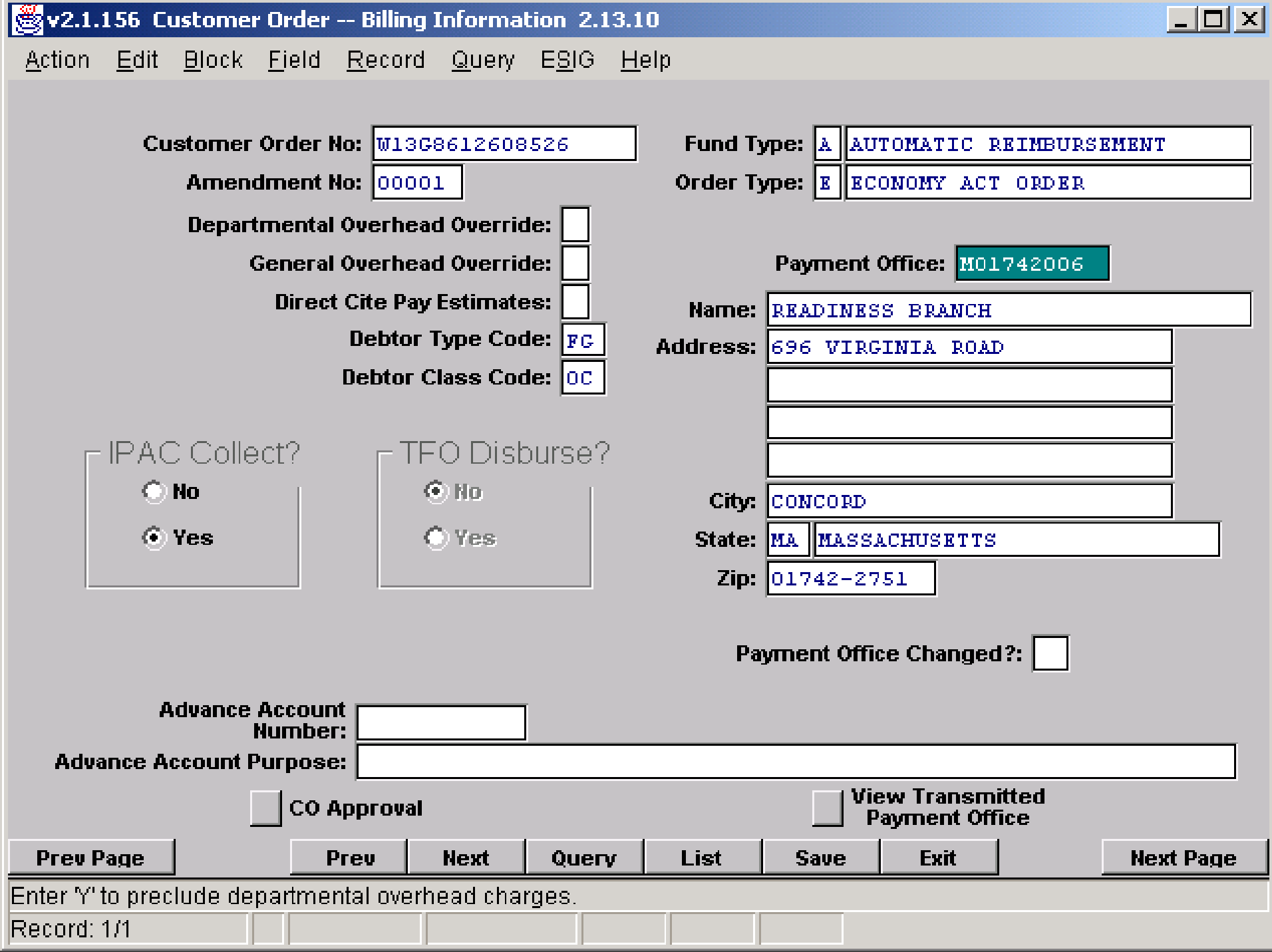
CRITICAL FUNDING ISSUES

The SUPPORTING MSC/Districts will pay special attention to the following fields:

- ***Customer Ref No and Other Cust Ref No fields.***
- ***IPAC Collect field – Establish CO as Yes (IPAC Collect)***
- ***The Billing Address field will be the Corps Activity***


v2.1.156 Customer Order -- Order Information 2.13
Action Edit Block Field Record Query ESIG Help
Customer Order No: W13G8612608526
Fund Type: A AUTOMATIC REIMBURSEMENT
Amendment No: 00001
Order Type: E ECONOMY ACT ORDER
Issued To: K6R3000
Requesting Activity: M01742006
EMERGENCY MANAGEMENT DIVISION
CESAS-EM
100 W. OGLETHORPE AVE
PO BOX 889
SAVANNAH GA 31402
READINESS BRANCH
CENAE-CO-RB
CENAE-CO-RB
696 VIRGINIA ROAD
CONCORD MA 01742-2751
Customer Ref No: 1391DR-NY-COE-NAD-09 2001-06-1391DR-9024-2501-D
Other Cust Ref No: 1GOD14 FIRES AND EXPLOSIONS WTC
Approving Officer: BARBARA D. MCCOMB
Title: EMERGENCY MANAGEMENT TECH
Approval Date: 03-DEC-2001
Total Order Amt: 16777.23
Certified Date: 03-DEC-2001
Period: 200306
Order Expiration Date: 30-DEC-2001
Advance Account Number:
Government Order Number: W13G8612608526
Rcvd Via DataShare?
Issued by FOA: E6 NEW ENGLAND DISTRICT
Approval
Billing and Financing Info
Item List
Routing List
Funding Register
View All Remarks
Enter Notes
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Enter the value of any other Customer Reference No. (i.e. FEMA/EPA numbers).
Record: 1/1


v2.1.156 Customer Order -- Billing Information 2.13.10
Action Edit Block Field Record Query ESIG Help
Customer Order No: W13G8612608526
Amendment No: 00001
Fund Type: A AUTOMATIC REIMBURSEMENT
Order Type: E ECONOMY ACT ORDER
Departmental Overhead Override:
General Overhead Override:
Direct Cite Pay Estimates:
Debtor Type Code: FG
Debtor Class Code: OC
Payment Office: M01742006
Name: READINESS BRANCH
Address: 696 VIRGINIA ROAD
City: CONCORD
State: MA MASSACHUSETTS
Zip: 01742-2751
IPAC Collect?
No
Yes
TFO Disburse?
No
Yes
Payment Office Changed?:
Advance Account Number:
Advance Account Purpose:
CO Approval
View Transmitted Payment Office
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Enter 'Y' to preclude departmental overhead charges.
Record: 1/1

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WORK CATEGORY CODES/ WORK CATEGORY ELEMENT CODES

WORK CATEGORY CODES & WORK CATEGORY ELEMENTS FOR 96X3125

WCC	DESCRIPTION	WCE	DESCRIPTION
021000	Response Operations	BBA00	EO-Response Operations
	(Response to emergency event)	BBE00	EO-Support From Others
022000	After Action Report	BBB00	EO-After Action Report
		BBE00	EO-Support From Others
023000	Post Flood Response	BBC00	EO-Post Flood Response
		BBE00	EO-Support From Others
024000	Operational Supplies and Equipment	BBA00	EO-Response Operations
		BBE00	EO-Support From Others
		BBF00	EO-Operational Support
025000	Support from Others	BBA00	EO-Response Operations

WORK CATEGORY CODES & WORK CATEGORY ELEMENTS FOR 96X3125 (EXAMPLES)

WCC/WCE	DESCRIPTION
021000/BBA00	Labor PR&Cs and travel orders for supported MSC/District employees.
	In-house and contractual PR&Cs for purchases in direct support of an event (i.e., Water, Ice, Power, etc.).
021000/BBE00	Government Order from supported MSC/District to supporting MSC/District for pre-scripted mission,
	i.e., Water, Ice, Power, etc.
	Government Order from supported MSC/District to supporting MSC/District for labor and TDY support in
	response to an event.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance for an event.
022000/BBB00	Labor PR&Cs and travel orders for supported MSC/District employees working on an After Action Report.
	In-house and contractual PR&Cs for purchases in direct support of an After Action Report.
022000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with an After Action
	Report.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on an After Action
	Report.

WORK CATEGORY CODES & WORK CATEGORY ELEMENTS FOR 96X3125 (EXAMPLES) (Con't)

WCC/WCE	DESCRIPTION
023000/BBC00	Labor PR&Cs and travel orders for supported MSC/District employees working a Post Flood Response.
	In-house and contractual PR&Cs for purchases in direct support of a Post Flood Response.
023000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with a Post Flood
	Response.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on a Post Flood
	Response.
024000/BBA00	PR&Cs to purchase supplies and equipment for supported MSC/District EOC/ERRO in support of an event.
024000/BBE00	PR&Cs to purchase supplies and equipment for supporting MSC/District EOC in support of an event.
024000/BBF00	PR&Cs to purchase replenishment supplies and equipment for EOC during non-event time.
025000/BBA00	Government Order to other federal agencies in support of work under PL 84-99 only.

GOVERNMENT ORDER OBLIGATION

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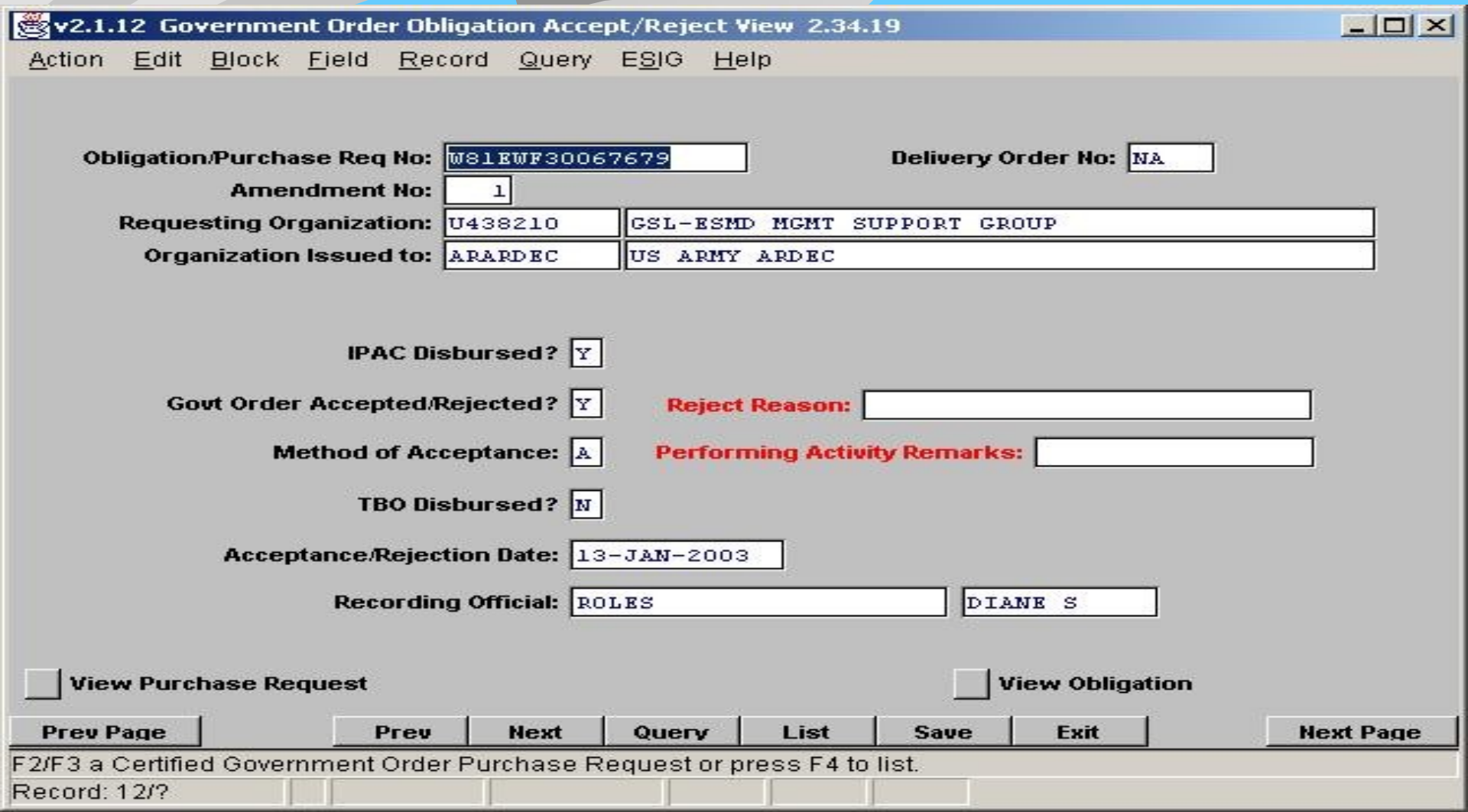

CEFMS ACTIONS AFTER FUNDING

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THE RMPRT Member may be involved in the creation and approval/certification process of the following actions:

- **Labor PR&Cs**
- **Travel Orders and Vouchers**
- **Contractual PR&Cs**
- **Visa Credit Card PR&Cs**
- **Government Order Obligations**
- **Billing**

- **ALL DETAILED INSTRUCTIONS MAY BE FOUND IN THE CEFMS HITCHHIKER'S GUIDE FOR DISASTER ASSISTANCE**

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Questions...?